



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

77-9504

OCT 18 1977

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

Subject: Requests for Supplemental Appropriations and Budget Amendments

Since January 20, 1977, an unprecedented number of requests for changes to annual appropriations requests in the form of budget amendments and supplemental appropriations have been transmitted to the Congress. For the most part these were unavoidable components of the 1977 and 1978 budget revisions, the National Energy Policy initiative, the programs to alleviate the effects of drought conditions and other natural disasters, and the reappraisal of various water projects. Most of these extraordinary requirements are now behind us. The President has asked me to make clear to you that no supplemental or amendment will be considered unless the matter is of sufficient urgency to warrant the President's immediate action. As a general rule, the annual budget request to the Congress is expected to cover all anticipated budget requests including those that require new authorizing legislation. You are reminded of the requirements of OMB Circular No. A-11 that supplementals and amendments will be considered only when:

- existing law requires payments to be made within the fiscal year;
- liability accrues under the law and it is in the Government's interest to liquidate the liability as soon as possible;
- an emergency situation arises that requires unforeseen outlays for the preservation of life or property;
- increased workload is uncontrollable except by statutory change; or
- new legislation enacted after the submission of the annual budget will require additional funds within the fiscal year.

You are asked to make every effort to absorb additional costs from existing funds including those covered by the above criteria. New programs or initiatives approved by the President should also be accommodated by reprogramming existing funds whenever possible.

Under instructions from the President, the Office of Management and Budget will adhere closely to these criteria in its review of requests for budget changes.

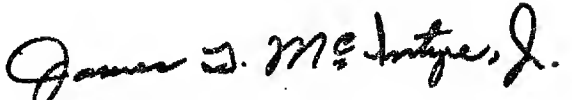
To minimize the number of separate requests to the Congress under these criteria, amendments and supplementals will generally be prepared in consolidated packages at strictly limited intervals during the year.

- Whenever possible, required change requests will be transmitted with the regular budget. Such requests will be included in a special section of the Appendix to the budget.
- Requests that cannot be delayed for inclusion in the next annual budget will be considered for inclusion in the next consolidated supplemental package. Two consolidated packages will be considered for transmittal each year--one in the spring and one in the fall. Transmittal of these packages will be coordinated with the schedules of the Appropriations Committees. Individual requests will be considered at other times only when a clear and urgent need exists for immediate transmittal.

As you know, except for a few specified agencies, the law prohibits any requests for funds except from the President. The President expects that his determinations on budget requests will be fully supported in testimony before the Congress. OMB Circular No. A-10 discusses agency responsibilities with respect to the budget.

In some instances, changing circumstances cause reestimates in the amounts needed for mandatory programs. Whenever possible, budget supplementals or amendments will be requested as outlined above for such changes. When time does not permit such formal requests, testimony discussing the changed circumstances will be cleared with the OMB staff.

The President has repeatedly expressed his concern that changes to his regular annual budget request be minimized. Working together under these procedures we can support this goal and assure more effective use of the President's time and that of the Congress.

  
James T. McIntyre, Jr.  
Acting Director

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# EXECUTIVE SECRETARIAT

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Executive Secretary  
*[Signature]*  
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